

Legislative History—Policy 6-320 Revision 0
(Part-time Regular Faculty)

Prepared by Bob Flores, for the Institutional Policy Committee, June 2011.

The proposal, for new Policy 6-320 and revisions to Policies 6-300 and 6-314, was approved by the Academic Senate May 2, 2011, and approved by the Board of Trustees May 10, 2011, with a designated effective date of July 1, 2011.

Contents:

- (i) Senate office cover sheet. [p.2]
- (ii) Memorandum to Academic Senate (April 25 & updated May 3, 2011). [p.3]
- (iii) Memorandum to Vice Presidents (Feb 19 & updated May 3, 2011). [p.14]
- (iv) Summary and Highlights from the Subcommittee on Part-time Status for Regular Faculty, Presidential Commission on the Status of Women (March 26 & updated May 3, 2011). [p. 19]
- (v) Final version of Policies as approved by Senate & Trustees. [p. 28]

* * * *

Proposal for addition/revision of University Regulation.

1. Regulation(s) involved (*type, number, subject*): **new Policy 6-320 (Part time Regular Faculty), revised Policies 6-300, 6-314.**
2. Responsible Policy Officer (*name & title*): **Sr. VP's David Pershing, Lorris Betz**
3. Contact person(s) for questions & comments (*name, email, phone#*): **Susan Olson, Assoc. VP Academic Affairs, susan.olson@utah.edu, 581-8763**
4. Presenter to Senate Exec (*if different from contact person. name, phone#*):
5. Approvals & consultation status.
 - a. Administrative Officers who have approved (*VP/President, name & date*): **Sr. VP's Pershing, Betz, Pres. Young**
 - b. Committees/Councils/other Officers consulted: **Presidential Commission on Status of Women, Council of Academic Deans, Academic Dept. Chairs, Senate Executive Committee, Annuities & Salaries Committee, RPT Standards Committee, Office of General Counsel, Division of Human Resources, Office of Equal Opportunity**
6. Check **YES** or **NA** (not applicable) of documents submitted--- (*In digital form. Preferred file format MS Word doc. Special exception allowed for PDF format if previously arranged.*)
 - Yes** Explanatory memorandum (*key points of proposal, rationale*).
 - Yes** VP/Presidential approval signatures (*separate sheet, or affixed to memo cover*).
 - Yes** Text of proposed Regulation addition/revision.
 - Yes** (If revision of existing Regulation) text changes are *clearly marked*, using *permanent font markings* (*not MS Word 'Track' Changes non-permanent markings*).

Date submitted to Senate Office: **Feb. 22, 2011**

The Executive Committee will consider whether the proposal is ready for presentation to the full Senate, and if so will schedule it for a subsequent Senate meeting either as i) a matter of academic significance-- set on the "Intent" & "Debate" Calendars over two monthly meetings with final "approval" voting at the second, or ii) not academically significant—set on the "Information" Calendar for a single monthly meeting, with opportunity for questions and recommendations. See Policy 1-001 <http://www.regulations.utah.edu/general/1-001.html> ; Rule 1-001 <http://www.regulations.utah.edu/general/rules/R1-001.html> ; Senate procedures <http://www.admin.utah.edu/asenate/index.html> . Further information-- Senate Office: Nancy Lines 581-5203 nancy.lines@utah.edu.

*Academic Senate March 7, April 4, May 2, 2011
Executive Committee February 28, April 18, 2011.*

Memorandum

To: Academic Senate
From: Susan Olson, Associate Vice President for Academic Affairs and chair—
Presidential Commission on the Status of Women subcommittee on part-time faculty.
Re: Changes to the proposal for Policy 6-320 on Part-Time Faculty
Date: April 25, 2011 *[[With updates of May 3, 2011]]*

On behalf of the drafting subcommittee, I am submitting for your consideration some revisions to the proposed new Policy on part-time regular faculty. We explain here the two most significant areas that are changed in this version, responding to concerns that members of the Senate raised during the March and April meetings and to issues for pending decision. We discussed these ideas with the Executive Committee in mid-April.

As background and summary, we remind you of the most basic elements of the proposed new Policy. It would provide three types of part-time arrangements: a partial leave of absence at partial pay for one-year or less; temporary part-time status of up to two-years that is potentially renewable, and a permanent part-time position. The third type is available only to already-tenured faculty. Requests for any part-time arrangement would always be initiated by the faculty member— never imposed by a department. The requesting faculty member would have to show persuasive reasons that the part-time status is needed, with personal/family needs being the only legitimate reasons for an untenured faculty member. Requests would be granted only if they are compatible with the institutional interests of the department and University.

An untenured faculty member in part-time status of sufficient duration would automatically have the pre-tenure probationary period increased to reflect years spent at less than full-time status. All important aspects of any part-time arrangement would have to be thoroughly documented, including any effects on RPT review schedules, to minimize the potential for confusion and misunderstanding in later years. This documentation would be completed at the outset, as part of the initial process of approving a part-time request, and updated with any renewal of temporary part-time status. To protect the privacy of the individual faculty member (given that we anticipate most requests will be compelled by serious family/personal circumstances), the documentation of the reasons for the request would be separate from documentation of the modified RPT terms and shared as little as possible.

A. Explanation of changes since the April draft.

1. Faculty involvement—clarified and expanded (and changed roles for department chair and dean). One area of change addresses the roles that department faculty should have, relative to administrators, in the decisions made about a colleague taking part-time status. Discussion at the April meeting suggested that changes be incorporated to provide a greater degree of involvement of the faculty of a department in considering a colleague's request for a part-time arrangement. Along with that, there was an apparent need for greater clarity about the roles the department faculty would have in

making modifications of RPT requirements for a colleague in part-time status. The revised language in the policy and the related materials respond to these concerns in several ways.

Clarifying the function of the RPT Memorandum

First, we provide (at the end of the materials) a sample of an “RPT Memorandum” of the sort contemplated in Part III-F-2-c. Tenured faculty will be voting on approval of such a memo for the record--as a means of ensuring that “everyone is on the same page” about how the faculty member will be proceeding through the RPT steps. This reduces the risk that several years later at the times of formal reviews, with some turnover of department leadership and tenured faculty, there could be confusion about how RPT is to work for this tenure candidate.

The most important aspect of the memo—specifying the length of the RPT period for this individual---is not something left to subjective variation but is dictated very clearly by the terms of Policy 6-320—part III-E-2. Thus, there won’t be any need for debate among committee members and candidate because it is simply a matter of plugging numbers into the increase equation prescribed in U-Policy. The senior vice president’s office is available to assist with this calculation, if needed. A new cross-reference, in III-F-2-c-i, is a reminder of the section of the policy that defines the effect of part-time status on the probationary period (III-E-2).

One issue that the department’s tenured faculty will need to discuss and include in the memo is the exact timing of formal reviews and whether external letters would be part of those reviews. Departments should follow the schedule set for faculty on the normal probationary period as much as possible, but some adaptations may be required.

A second issue the tenured faculty may decide relates to quantity of work expected. Although the policy in part III-E-1 expresses a preference for limiting differences in quantity of work expected of full- and part-time faculty (“Part- and full-time faculty members should be assessed on the same quality and generally similar overall quantities of accomplishment. Ordinarily the RPT modification for a part-time position is to increase the review period while requiring a similar total quantity of work at the point of formal review.”), modest adjustments in quantity are permitted. More commonly, in departments that articulate quite specifically the quantity of work expected at the time of formal retention reviews, the memo will be used to adapt the quantity standards that apply to full-time faculty to the slower pace expected of part-time faculty.

Clarifying the Role of Faculty, Chairperson, Dean, and Senior Vice President

The policy has also been extensively revised to restructure the decision-making processes on part-time requests, so that department chairpersons and deans will only be making “recommendations” rather than actual controlling decisions. This allows for input from department faculty to be given greater weight than would otherwise occur. Department chairpersons and deans will make recommendations, and in some instances to be discussed below, department faculty will also make “recommendations.” The recommendations from the department chairperson and dean, along with input from the faculty will go to the cognizant senior vice president, who makes the final decision. These proposed changes will make the process for granting part-time requests consistent with processes used for other important types of faculty personnel decisions, such as appointments and RPT decisions (see Policies [6-302](#) and [6-303](#)).

In addition, several references have been added about seeking advice from the office of the cognizant vice president. This mention of available guidance receives greatest emphasis when a part-time arrangement is suggested by a candidate for a new appointment, so that timely advice can facilitate the often fast-moving pace of recruitment. More generally, a recommendation to consult the vice president is added to ensure that either department chair or a faculty member can seek such advice early on. This might be especially helpful to a new chair or to a junior faculty member who is facing some serious personal problem and is not familiar with the range of possible solutions available under University policies---including the part-time opportunities, parental leave, FMLA, etc. The vice president can also assist, if needed, with calculating the increase of the probationary period for the RPT Memorandum.

Based on the earlier comments at the Senate and Executive Committee, we hope these aspects of clarifying the role of various parties will not require discussion and debate in the May meeting, so that the limited time can be focused on the following, more difficult issues.

In the revised draft, there are several new passages directly and extensively increasing the involvement of the department faculty in considering part-time requests. Three of these new passages are sufficiently important that we will ask you to focus on them specifically during the May meeting's debate and voting. These several new passages would provide for varying degrees of faculty involvement in making decisions about part-time requests.

For part-time requests for a *new hire* faculty member, the original draft required only that the appointments committee members (*i.e.*, all regular faculty) be informed of and formally vote on consideration of a permanent part-time position. A new passage (Part III-F-1-a-i) would also require that the members be *notified* as to any request made for part-time status longer than one year, thus allowing the members to have that request in mind while discussing and voting on making the new hire. We do not anticipate needing to devote time to discussing that change.

The three more significant new passages would affect part-time requests by an existing faculty member (Part III-F-2). The original draft made no provision for departmental faculty to be involved in any way in such decisions (aside from the separate and distinct issue of modifying RPT procedures discussed above). One change proposed in the latest draft would require that **all regular faculty be notified of any faculty member's request for either a two-year temporary part-time arrangement or a permanent part-time arrangement**, thus allowing for feedback to be given to the department chair. A second would require that **the tenured faculty formally vote on a recommendation whenever a full-time position would be converted to a permanently part-time position.** The recommendation of the tenured faculty would then be sent to the vice president along with the recommendations of the department chairperson and dean. A third change would have a similar **vote of the tenured faculty for any situation in which a tenured faculty member already in part-time status requests another term at part-time that would result in his or her being in part-time status more than a total of 4 years in succession or 8 years in total** (because that would begin to be similar to a permanent part-time position in terms of its long-term impact on a department). These most important potential additions are boldly highlighted to allow focused Senate

discussion and possibly separate voting on each. The choice of 4 years and 8 years is our recommendation, but could be changed by vote of the Senate, of course.

[[Update 2011-05-03. As a result of voting by Senate May 2, the section of the Policy described above was changed such that formal voting by departmental faculty will be done by all regular faculty (tenured and tenure-track), rather than only by tenured faculty.]]

Analysis

To help you prepare for your decisions on adopting each of these three specific changes of degrees of faculty involvement, here are some of the underlying concerns that guided our drafting.

One of the main challenges is balancing the privacy of individual faculty members with the interest of the department faculty in the implications for workload and losses to the department's reservoir of expertise when a faculty member reduces FTE. The privacy interests are greatest when a faculty member has come up against serious personal/family problems that motivate a request for part-time status. (Note for comparison that under the existing policy governing requests for *full* leaves of absence, there is no provision for department faculty consultation.). For untenured faculty, personal/family problems are the only reasons the new policy permits for requesting part-time status. A tenured faculty member's request may be based on similar reasons or on "non-University professional or public service activities" (III-A-5). Presumably, the individual's privacy interests are lower for the latter. A new sentence has been added in part III-F-2-a-iii to emphasize the need for protecting the privacy of the part-time individual as fully as possible under the circumstances.

The interests of the department faculty depend mainly on the duration of the part-time status. Thus, the proposed policy provides for the least consultation with faculty for a request for a partial leave with partial pay, which is for a maximum of one year, and successively greater consultation roles for (a) a request for temporary part-time status by any faculty member, and a request by a tenured faculty member for part-time status that is either (b) permanent or (c) temporary but lasts longer than four years.

The notice requirement (without a formal vote) for (a) any two-year part-time arrangement allows concerned faculty to communicate views to the department chairperson and possibly influence the chair's recommendation for or against the request. Notice is appropriate given the intermediate degree of impact on the department from a two-year arrangement. The amount of information provided and the corresponding degree of loss of privacy wouldn't need to be great because the faculty wouldn't have to be well-informed enough to formally vote. Moreover, with respect to an *untenured* faculty member's part-time status, the proposal assumes that the process for approving the RPT Memorandum and the frequent RPT reviews themselves provide adequate mechanisms for the tenured faculty to express their support for or concerns about it.

A different interest is protected by the process of making a decision about a more senior (tenured) faculty member's request for (b) permanent or (c) repeated part-time status. The proposal calls for a secret ballot and a vote by only the tenured faculty. Voting on the fate of an existing colleague obviously can create internal conflicts, hence the use of a secret ballot. Even with that effort at secrecy (unlikely to be 100% effective), expecting an untenured faculty member to vote for/against a senior

colleague, who later may participate in the junior colleague's RPT decision-making, potentially subjects the untenured faculty member to unreasonable pressure.

In sum, we hope that the Senate will find that these proposed revisions to the policy strike an appropriate balance among various interests. We anticipate further discussion of these and related points at the May meeting, and then **ask for your decisions on the three specific added roles for department faculty considering part-time requests of their existing faculty colleagues, highlighted in part III-F-2** of the draft Policy.

2. Clarification of how pre-tenure probationary period is increased as a result of part-time status, and of possible cap on maximum length.

In the original proposal and continued in this revised version, the Senate is given a specific alternative and asked to decide whether or not to impose a hard "cap" on the length to which a pre-tenure probationary period could be increased for a part-time faculty member. Discussion of that in the earlier meetings suggested that the original description of how a probationary period increase should be calculated (generally proportionally) was not sufficiently clear. Your decision about imposing a hard cap will best be made with the foundation of a clear understanding of the workings of the proportional increase principle. To that end, we have first developed a set of examples of most common scenarios that will later guide users of the policy and now may help you (see the embedded spreadsheet examples), and we have rephrased that portion of the Policy (see Part III-E-2) in what we hope will be a more reader-friendly fashion.

The first point to highlight is that **partial leave of absence at partial pay is more generous than temporary part-time status in its effect on the probationary period** (as well as in preserving benefits that ordinarily drop away below .75 FTE, *i.e.*, tuition reduction and sick and vacation leave.) **Approval of a partial leave at partial pay of at least 9 months at below .75 FTE automatically carries a one-year increase in the probationary period.** For most probationary faculty members with qualifying "family care responsibilities or similar personal needs," a partial leave is the best option. Salary, of course, is reduced proportionally to the FTE under all part-time arrangements.

The policy is structured to make a one-year partial leave attractive and relatively simple to get (see process discussion above), but to require greater sacrifice from a faculty member who wishes to stay part-time for longer. Partial leaves may not be extended beyond one year (though a faculty member could possibly qualify for another one in a later year). To continue in part-time status after a one-year partial leave, a faculty member must request a temporary part-time arrangement (of up to two years), which will result in a lower proportional increase of the RPT period than resulted from the one-year partial leave (and also result in lost eligibility for the three benefits noted above). For such **longer arrangements, the probationary period increases only one-half year for each year at .5 FTE**, one-third year for each year at .67 FTE, and approximately one-quarter year for each year at .74 FTE.

The second point to highlight is **the "rounding" rule to determine the year for reviews when the calculated total results in a fractional year, especially a half year.** Some rounding rule is necessary because RPT reviews are organized so that they must take place in departments and colleges in the fall and by UPTAC and the senior vice

presidents in the spring. The policy phrasing of this rounding rule—“if the sum of the increases results in a fractional year, the length of the probationary period will increase by a whole year only if the fractional year is greater than .5”—has changed since the version seen at the April Senate meeting, but the substance is unchanged from the earlier phrasing—“a remaining partial year less than or equal to 0.5 years of service will not increase the probationary period an additional year, whereas a partial year greater than .5 years will be rounded up to increase the period by 1.0 additional year.” The effect of either phrasing is to commence the final review a year earlier than it would be if the rounding went in the opposite direction. Whether to round “down” or “up” is an arbitrary choice, but we make the recommendation we do in response to concerns about an excessively long probationary period for a faculty member who might spend multiple years on renewed, two-year part-time status.

Examples—Tables A-E

The effect of rounding is illustrated in Table A, which presents the most extreme case permitted by the policy—a half-time schedule for the entire probationary period. Imagine perhaps a faculty member who has established the credentials to become a tenure-track assistant professor despite having two special-needs children. Reconsidering the half-time arrangement every two years, the faculty member’s department and administrators have approved repeated, two-year temporary, part-time status.

Table A

Continuous, two year renewable, part-time status at .50 FTE															
1	No. of years in tenure track appointment	1	2	3	4	5	6	7	8	9	10	11	12	13	14
2	FTE each year	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50
3	Cumulative Yrs of Equivalent FT Service	0.50	1.00	1.50	2.00	2.50	3.00	3.50	4.00	4.50	5.00	5.50	6.00	6.50	7.00
4	Rounded years of Equivalent FT Service	1	1	2	2	3	3	4	4	5	5	6	6	7	7
5	Years added to probationary period per year	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50
6	Cumulative years added to probationary	0.50	1.00	1.50	2.00	2.50	3.00	3.50	4.00	4.50	5.00	5.50	6.00	6.50	7.00
7	Adjusted year of tenure review	7.50	8.00	8.50	9.00	9.50	10.00	10.50	11.00	11.50	12.00	12.50	13.00	13.50	14.00
8	Year of tenure review after rounding	7	8	8	9	9	10	10	11	11	12	12	13	13	13

Rows 3 and 4 and Rows 5-8 illustrate two different ways to conceptualize the effect on the probationary period, but they reach the same conclusion and both demonstrate the effect of the rounding rule. Rows 3 and 4 present the probationary period as seven years, which a half-time faculty member “uses up” at a slower pace than a full-time faculty member would. Despite previous discussion, which has assumed that such a faculty member would be reviewed for tenure in the fourteenth year, Table A demonstrates that because of rounding, s/he would reach the final review year in the thirteenth year. Row 4 shows that because six full years of service have been used after twelve years, the review for tenure would begin in the next fall semester, which is the thirteenth year.

Rows 5-8 illustrate the same conclusion through a different approach, which does the calculation as an increase of the probationary period for each year spent at reduced FTE. This is the approach taken in the verbal description in the policy. The year of the tenure review gradually gets “pushed back” for each year spent in part-time status. After twelve years of half-time service, the review has been “pushed back” six years. A six-year extension of the normal seven-year probationary period moves the timing of the tenure review to the fall of the thirteenth year.

This case is the most apt for the decision the Senate needs to make about whether to impose a maximum cap on the length of the probationary period. The current draft’s language for such a cap would be 11 years for a 7-year probationary period, 10 years for a 6-year period, and 9 years for a 5-year period, although some discussion has suggested a maximum 10-year cap for a 7-year probationary period. One can see from Table A the impact of an 11-year cap on a half-time faculty member. Row 8 shows that after 8 years on half-time, the faculty member has “pushed back” the tenure review by 4 years, i.e., from the seventh to the eleventh year. Thus, a cap at 11 years would mean that the faculty member would gain no more increase in probationary period from working half-time in years 9 and 10, despite continuing to receive only half salary, lower benefits, etc. until the tenure review. If the cap were at 10 years, the maximum increase in the probationary period received for working only half-time would occur after 6 years of service.

A similar illustration of repeatedly renewed part-time status at .67 FTE and .74 FTE (the highest FTE that receives any increase in the probationary period) shows that even a 10-year cap has no effect on such a faculty member in a unit with a 7-year probationary period. A faculty member on a repeatedly renewed .67 FTE status would come up for tenure in the tenth year regardless. A faculty member on a repeatedly renewed .74 FTE status would come up for tenure no later than the ninth year.

Tables B and C show the effect of the caps on faculty members with a shorter probationary period, either because they work in a unit with a six-year tenure clock for assistant professors or because they were hired at the rank of associate or “full” professor and thus have five-year clocks. Table B shows a person working on repeatedly renewed, temporary half-time status in a unit with a 6-year probationary period. A 10-year hard cap would require the person to come up for tenure one year earlier—in the tenth rather than eleventh year—than s/he would without an artificially imposed cap. Without a cap, the rounding rule makes the tenure review occur in the eleventh year.

Table B

Continuous, two year renewable, part-time status at .50 FTE with 6 year probationary period												
1	No. of years in tenure track appointment	1	2	3	4	5	6	7	8	9	10	11
2	FTE each year	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50
3	Cumulative Yrs of Equivalent FT Service	0.50	1.00	1.50	2.00	2.50	3.00	3.50	4.00	4.50	5.00	5.50
4	Rounded years of Equivalent FT Service	1	1	2	2	3	3	4	4	5	5	6
5	Years added to probationary period per year	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50
6	Cumulative years added to probationary	0.50	1.00	1.50	2.00	2.50	3.00	3.50	4.00	4.50	5.00	5.50
7	Adjusted year of tenure review	6.50	7.00	7.50	8.00	8.50	9.00	9.50	10.00	10.50	11.00	11.50
8	Year of tenure review after rounding	6	7	7	8	8	9	9	10	10	11	11

Similarly, Table C shows the 5-year probationary period for an untenured associate professor, applied to a faculty member working on repeatedly renewed, temporary, half-time status. The rounding rule makes the tenure review occur in the ninth (rather than tenth) year. This is no different from the language for the hard cap shown in the policy alternative (9 years for a 5-year probationary period) and thus a cap would have no further effect.

Table C

Continuous, two year renewable, part-time status at .50 FTE with 5 year probationary period										
1	No. of years in tenure track appointment	1	2	3	4	5	6	7	8	9
2	FTE each year	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50
3	Cumulative Yrs of Equivalent FT Service	0.50	1.00	1.50	2.00	2.50	3.00	3.50	4.00	4.50
4	Rounded years of Equivalent FT Service	1	1	2	2	3	3	4	4	5
5	Years added to probationary period per year	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50
6	Cumulative years added to probationary	0.50	1.00	1.50	2.00	2.50	3.00	3.50	4.00	4.50
7	Adjusted year of tenure review	5.50	6.00	6.50	7.00	7.50	8.00	8.50	9.00	9.50
8	Year of tenure review after rounding	5	6	6	7	7	8	8	9	9

These three examples are shown mainly to illustrate the effect of the rounding rule and of the cap that some Senators have supported. We do not expect, however, that there will be many cases of faculty members requesting to stay at half-time for their entire probationary period. A much more likely scenario is that faculty members take one

year of partial leave at partial pay and perhaps another short period of temporary, part-time status.

Table D corresponds to the attached sample RPT Memorandum (which is newly added for the May Senate agenda and was mentioned in the first section of this memorandum). In the case laid out in the RPT Memorandum, one might imagine that a faculty member in the second year of the probationary period requests a partial leave because his spouse has been critically injured in an automobile accident, remains in a coma for months, and requires years of intense physical therapy thereafter. **Table D illustrates a partial leave of absence in the second year, followed by two years of temporary part-time status, all at .5 FTE**, and then a return to full-time service. The normal probationary period is seven years.

Table D

One year partial leave in second year followed by 2 years at .50 FTE										
1	No. of years in tenure track appointment	1	2	3	4	5	6	7	8	9
2	FTE each year	1.00	0.50	0.50	0.50	1.00	1.00	1.00	1.00	1.00
3	Cumulative Yrs of Equivalent FT Service	1.00	1.00	1.50	2.00	3.00	4.00	5.00	6.00	7.00
4	Rounded years of Equivalent FT Service	1	1	2	2	3	4	5	6	7
5	Years added to probationary period per year	-	1.00	0.50	0.50	-	-	-	-	-
6	Cumulative years added to probationary	-	1.00	1.50	2.00	2.00	2.00	2.00	2.00	2.00
7	Adjusted year of tenure review	7.00	8.00	8.50	9.00	9.00	9.00	9.00	9.00	9.00
8	Year of tenure review after rounding	7	8	8	9	9	9	9	9	9

For the partial leave in Year 2, the faculty member receives a full year increase of the probationary period. This is evident in Row 3 because even after one year of service at full time and a second year at .5 FTE, the cumulative years of equivalent full-time service is still just one year. Correspondingly, Rows 5 and 6 show a full year added to the probationary period. In contrast, **in the next two years (Year 3 and 4) the faculty member moves to temporary, part-time status at .5 FTE and for each year adds just a half year to his probationary period** (Rows 5 and 6). Having added a total of two years to his probationary period from the combined three years at .5 FTE, the faculty member comes up for tenure in the ninth year.

One final example illustrates a person who takes two types of part-time status at different points during the probationary period. In Table E imagine a new faculty member hired in a department with a seven-year probationary period, whose elderly parent lives with her. The faculty member anticipates that caring for the parent will make it

impossible to work more than .67 FTE and requests approval to begin her appointment at that level. The elderly parent dies in the faculty member’s second year, and she assumes full-time work. Then in the faculty member’s sixth year, she experiences a health crisis of her own and cannot work more than half time. This time she requests and is approved for a partial leave at partial pay for one year. The faculty member’s tenure review occurs in the ninth year. The first two years at .67 FTE increase the probationary period by one year (1.33 rounded down), and the sixth year on partial leave increases it by a second year.

Table E

Initial part time at 2/3 FTE and partial leave in sixth year										
1	No. of years in tenure track appointment	1	2	3	4	5	6	7	8	9
2	FTE each year	0.67	0.67	1.00	1.00	1.00	0.50	1.00	1.00	1.00
3	Cumulative Yrs of Equivalent FT Service	0.67	1.33	2.33	3.33	4.33	4.33	5.33	6.33	7.00
4	Rounded years of Equivalent FT Service		1	2	3	4	4	5	6	7
5	Years added to probationary period per year	0.33	0.33	-	-	-	1.00	-	-	-
6	Cumulative years added to probationary	0.33	0.67	0.67	0.67	0.67	1.67	1.67	1.67	1.67
7	Adjusted year of tenure review	7.33	7.67	7.67	7.67	7.67	8.67	8.67	8.67	8.67
8	Year of tenure review after rounding	7	8	8	8	8	9	9	9	9

Gaming.

The risk of “gaming” part-time appointments to put off one’s tenure review seems fairly small for several reasons. First, the permissible reasons for receiving part-time status as a pre-tenure faculty member are limited to situations that will not allow someone the ability to supplement the lost faculty salary by earning outside income. Relatively few faculty members would be willing or able to live for numerous years on a part-time salary. Second, if a faculty member were tempted to lie about the reasons for the leave, it is unlikely such a lie could be sustained over multiple renewals every two years, and the consequences for reputation would be dire if such lying was discovered. Finally, part-time work has other inherent limitations, including the loss of connectedness with the department, the slow pace of career advancement, the delay in receiving the job security of tenure, and the loss of some employee benefits if for more than one year (tuition reduction, sick and vacation leave).

To buttress these other deterrents to “gaming” part-time status to delay the tenure review, the policy adds a specific bar to last-minute increases. The following statement in

III-E-2-c-ii overrides the normal calculation: “any part-time arrangement that starts in the final tenure review year may be approved, but it shall not increase the probationary period.” For example, a faculty member who had acquired an extra 1.5 years on the probationary period (through either three years of part-time service or one year of partial leave and one year of temporary part-time earlier in the probationary period) could not increase the probationary period another year by requesting, in the year before the scheduled tenure review, additional part-time service to be taken in what would otherwise have been the final year. In contrast, a faculty member *could* be approved during the fifth year for two years at .5 FTE to be served during the sixth and seventh year, which together would add one year to the probationary period. In the former case, the part-time service could be approved, if needed, but it would not increase the probationary period further.

Conclusion—deciding on a hard cap.

All these considerations bear on the major issue that the Senate is asked to resolve---whether or not to impose a hard cap on the probationary period. To review, such hard caps would probably not affect many people—only assistant professors working for multiple years at no more than half-time. Such faculty would be affected by a 10-year cap in units with either six- or seven-year probationary periods and by an 11-year cap only in units with seven-year clocks. For those few people, however, the issue comes down to whether the required renewals of part-time status every two years and the feedback given during informal and formal RPT retention reviews are sufficient for the department to express its sense of whether the arrangement is working, whether the faculty members should be considered the best judge of their own interests and ability to gauge their standing in the department, and whether in the rare cases when a faculty member feels s/he has no good choice other than working part-time, it is fair to expect him or her to produce the work needed to receive tenure at a faster pace, relative to the amount of time they are being paid to work for the University, than a full-time faculty member is expected to do.

[[Update 2011-05-03. As a result of voting by the Senate May 2, the initially proposed passage which would have imposed a hard cap on the RPT probationary period was deleted. Therefore, the final Policy does not include such a hard cap.]]

B. Materials included in the May Senate agenda.

In addition to this memorandum attached are

- (i) The revised draft of Policy 6-320 with all changes since the April Senate meeting clearly marked (and the drafts of Policies 6-300, 6-314 as presented in April).
- (ii) A sample of an “RPT Memorandum” that the vice president’s office will provide as guidance for departments processing a request by an untenured faculty member for part-time status. Other guidance materials are to be developed later.



Please forward
mike k...
2/28/11

Please forward
David W. Pershing
2/28/11

Associate Vice President for Faculty

201 South Presidents Circle, Room 205 Salt Lake City, Utah 84112-9007 (801) 581-8763 FAX (801) 585-6812

Memorandum

TO: Senior Vice Presidents David W. Pershing and A. Lorris Betz
FROM: Associate Vice President Susan Olson, Associate Vice President Richard Sperry
DATE: February 19, 2011
SUBJECT: Proposed policy on Part-time status for Regular Faculty and Academic Librarians

[[with updates May 3, 2011]]

Overview

Attached for your approval is a proposal for adding a new policy and revising an existing policy on part-time status for regular faculty and academic librarians.

Adopting this proposal will enable departments to provide a range of three alternative part-time arrangements for individual faculty needing to balance work and family needs, and will ensure that such arrangements are implemented only when doing so also serves the interests of the department and University. It is expected to improve the University's ability to recruit and maintain diverse, high quality faculty.

First, the proposal will make more transparent and clarify procedures for the existing policy that enables faculty to take a partial leave of absence at partial pay or to reduce permanently to a part-time position. These two existing options, currently codified in an obscure section of Policy 6-314 (<http://www.regulations.utah.edu/academics/6-314.html>), will be brought into the new Policy 6-320 to be joined with another, new alternative. The new option will allow faculty to temporarily reduce from full-time to part time—for a period of up to two years (and possibly renewable), with concomitant part-time compensation and benefits. This new option differs from partial leave of absence at partial pay because the latter allows retention of full employee benefits (including sick and vacation leave and reduced tuition benefits) below the FTE at which they would normally apply, but only for up to one year. The new option allows for a longer time in part-time status than a partial leave at partial pay, but with reduced benefits and frequent reviews to ensure that the arrangement is working well for both the individual and department.

For faculty not yet tenured, only the shorter term alternatives will ordinarily be permissible, and the new Policy lays out detailed steps and standards for adapting departmental RPT requirements to apply to a faculty member who takes part-time status for some portion of the pre-tenure probationary period. Originally, this proposal included an option for a tenure-track faculty member to be hired permanently on a part-time basis. As a result of feedback received during extensive cross-campus consultation, the proposal now presented eliminates that option, except possibly in special circumstances, such as compliance with the ADA for a faculty member with a disability or two people sharing one position (i.e., "job sharing."). Eliminating the option for permanent part-time status before tenure resulted in major reorganization of the attached final draft of the Policy.

Having this set of three distinct alternatives will allow tailoring of individual arrangements to best meet faculty members' and institutional needs. Of the three, it is expected that the two of short duration will be the most frequently used.

Having the three alternatives framed in a single Policy, easily accessible, with detailed descriptions of prerequisites and procedures, will make the available options transparent for existing faculty and administrators, and for recruitment candidates.

Each of the alternatives will be permissible only upon mutual agreement of the individual faculty member and the appointing department, and with the approval of the dean and cognizant vice president. The proposed approval processes are designed to ensure that the part-time alternatives are used for appropriate purposes only (primarily family responsibilities), and to protect against faculty members being pressured into accepting part-time work for inappropriate reasons. Each request for a part-time alternative must be initiated by the faculty member—and must be consistent with the stated purposes of the Policy—and not motivated primarily by institutional budgetary concerns. *And only those departments which affirmatively choose to participate in the offering of part-time alternatives will do so---* as each request from a faculty member seeking a part-time alternative must first be approved by the department. The new Policy is crafted quite carefully, to ensure that part-time arrangements are implemented only in specific instances in which all levels *concur in the judgment* that such an arrangement will serve well the institutional interests of the department and broader University, as well as meeting the needs of the faculty member making the request.

[[Update of 2011-05-03: As a result of actions of the Senate, the final version of Policy 6-320 includes processes for approval of part-time requests that differ significantly from the descriptions above. Most importantly, procedures were changed to provide for greater involvement of peer faculty of the department in consideration of part-time requests. Implementing that peer faculty involvement required changing the described roles of administrators so that the department chairperson and dean each make “recommendations,” and final “approval” of a request lies with the cognizant vice president (similar to procedures for faculty appointments and RPT proceedings). For details of the final version of the approval procedures see the contents of Policy 6-320, and see the explanation included in the accompanying Memorandum to Academic Senate (April 25, 2011 & updated May 3, 2011), included in this Legislative History package.]]

Along with the quite detailed provisions of the Policy itself, if the proposal is approved, we anticipate that the vice-presidential offices would be developing and providing examples, forms and other guidance materials to assist faculty and administrators to determine when a particular alternative is appropriate, and to move efficiently through the request and approval processes. A sample listing of those guidance materials is attached.

The proposal reflects a commitment made at the time of adoption of the policies on faculty parental leaves in 2006, which was that the University would explore developing policies responding to a broader array of family needs of faculty. The proposal as it has now taken specific form has been under active development since 2008-2009 and has benefitted from substantial research into practices at peer institutions as well as from broad intensive consultation within the University. It has been developed primarily by a special subcommittee of the Presidential Commission on the Status of Women. It has been discussed either in concept or in full form with the full membership

of the Presidential Commission, the University RPT Standards Committee, the faculty Annuities and Salaries Committee, representatives of the Human Resources division, the Office of Equal Opportunity, the Council of Academic Deans, the Senate Executive Committee, and the Institutional Policy Committee. The various concerns raised in those many settings have been carefully attended to in crafting this final version of the proposal.

If you approve of the proposal, it will next be presented to the Senate Executive Committee and then to the Academic Senate and the Board of Trustees.

The proposal documents provided include

- i) this memorandum,
- ii) a “Summary and Highlights” description provided by the PCSW subcommittee,
- iii) a sample listing of the set of guidance documents that could be developed and provided to assist faculty and departments using the new Policy (including a set of examples of the workings of the part-time alternatives), and
- iv) the proposed contents of new Policy 6-320 and revisions for existing Policies 6-300 and 6-314.

Background

Origins and Development of the Proposal

The motivation to develop the proposal came from several directions, some from within the University, and some from the national faculty recruitment market. Nationally, a 2005 report by the American Council on Education entitled “An Agenda for Excellence: Creating Flexibility in Tenure-Track Faculty Careers” recommended a part-time tenure option as one of a set of family-friendly policies. Other flexibility policies include: family leaves, tenure-clock extensions, and dual-career hiring options, some of which the University has already adopted. Family-friendly policies help recruit and retain faculty members, especially women, in dual-career or single-parent families. Biologically important years for child-bearing and –rearing typically coincide with the pre-tenure probationary period. National research demonstrates that family formation has a much greater impact on women’s careers compared with men’s careers (Mason and Goulden 2002). Research also shows that younger faculty members in general value work-life balance more than their older colleagues (Gallagher and Trower 2009; Trower 2009). At other career stages some faculty members may face extended periods of caring for elderly parents or wish to balance their academic service with other professionally related activities, such as professional practice or government service.

To accommodate these ends, many prominent research universities have adopted policies providing for part-time service by tenure-track faculty, including the Universities of Washington, Pittsburgh, Iowa, Iowa State, New Mexico, Virginia Tech, Ohio State, Michigan, North Carolina-Chapel Hill (post-tenure only), Wisconsin, Utah State, and the University of California system. While the policy proposed is geared primarily to those who want to balance work for the University with family commitments, it would also permit an already tenured faculty member and the department to agree on a part-time arrangement for other reasons.

In addition to reflecting this national trend, interest in a policy supporting part-time appointments arose within the University, both in the context of the adoption of the University's existing faculty parental leaves policy, and then more recently.

The University's policies on faculty parental leaves were enacted in spring 2006 and 2007. Obtaining the approval of the Academic Senate for those policies was among the most challenging policy-development projects in the University's recent history. A substantial number of Senate members were concerned that the parental leaves policies (which essentially only address needs of faculty parents with newborn/ newly adopted children) were too narrow—and they urged as an alternative that the University adopt broader policies which would recognize the needs faculty might have to care for older children with special needs, elderly parents, etc., as well as newborns. In the end, the Senate approved the narrower parental leave policies (now in Policies 6-315 and 8-002), with a commitment from the Senate leadership and central administration that the University would over time explore possible development of broader policies—and the current proposal is in keeping with that commitment.

More recently, interest within the University for developing the specific proposal now being presented was raised from two local sources. In 2007 one college received an inquiry from two talented women candidates who wished to 'job share' (i.e., each at part-time) in order to balance work and family. The college prepared an offer to the candidates, though they ultimately chose another institution. Their inquiry highlighted the lack of a clear policy for part-time options for regular faculty at the University of Utah.

Second, the Faculty Climate Survey conducted by the Presidential Commission on the Status of Women (PCSW) in spring 2008 found numerous faculty members struggling with work-family integration. Of 512 full-time, tenure-track faculty respondents, 101 were less than fully satisfied with their childcare arrangements. Family challenges do not end when children pass childcare age. Nineteen faculty members spent over 20 hours per week in the previous three years providing "on-going care for an adolescent or adult family member." Such responsibilities take their toll. One hundred sixty-five respondents (32%) agreed either strongly or somewhat that "Personal responsibilities (e.g., child care, elder care) have slowed down my career progress." Two hundred six (40%) agreed either strongly or somewhat that they "forgo professional activities (e.g., trainings, sabbaticals, conferences, grand rounds) because of personal responsibilities." Women were significantly more likely than men to agree with these statements. The survey also asked directly: "I would prefer a part-time tenured/tenure-track position over a full-time position." 93 of the 512 respondents (18%) agreed either strongly or somewhat, and again the results were statistically significant by gender.

During the 2008-09 academic year the PCSW created a subcommittee chaired by Susan Olson, Associate Vice President for Faculty, to explore the possibility of a formal University policy supporting the option of regular (i.e., tenured and tenure-track) faculty working on a part-time basis. Other subcommittee members are Jennifer Allie, Health Science Faculty Affairs; Carrie Byington, Department of Pediatrics; Robin Heaton, PCSW research assistant; Lauren Liang, Department of Educational Psychology; Patricia Murphy, College of Nursing; Leslie Sieburth, Department of Biology; Liz Tashjian, Department of Finance; and Joanne Yaffe, College of Social Work.

After reviewing and discussing twenty-nine articles and policy papers on the topic and existing policies on part-time tenure at numerous public research universities

(references available on request), the subcommittee developed a concept-only proposal for consideration by the University community. In 2009-10 the concept proposal circulated for feedback to the PCSW, the University RPT Standards Committee, department chairs and deans in both Academic Affairs and Health Sciences, the senior vice presidents, and the Academic Senate Executive Committee. Taking into account the feedback from that initial broad consultation, a first draft specific Policy proposal was developed in fall 2010 and has now been circulated to most of the above groups as well Human Resources, the Office of General Counsel, and the faculty Annuities and Salaries Committee. Feedback from that extensive consultation led to significant revising to develop the final proposal now presented for your approval and forwarding.

Summary and Highlights of Proposed Policy on Part-time Status for Regular Faculty and Academic Librarians

**from the
Subcommittee on Part-time Status for Regular Faculty,
Presidential Commission on the Status of Women
March 26, 2011 *[[with Updates of May 3, 2011]]***

1. Balancing Values in the Policy

Based on its extensive research nationally and at the University of Utah, the subcommittee developed the proposal for this Policy in a way that recognizes and balances competing values.

A policy permitting part-time status for faculty will contribute to recruiting and retaining a small number of valuable faculty members who cannot or prefer not to commit to full-time faculty work for the University for all or some portion of their academic career.

The proposed policy recognizes that the value of accommodating individual faculty members' desire for work-life balance must be weighed against the needs of departments, colleagues, and students. The proposal strikes that balance in two ways. It does not create an entitlement for an individual to have a part-time position, and it requires individual agreements that spell out the details of any such arrangements. An excellent statement of the assumptions and interests at stake appears in a policy of another university, from which the subcommittee borrowed some features for the proposal:

“While tenure-track and tenure appointments are normally full time, Virginia Tech recognizes the importance of allowing flexibility in the percent of employment so that faculty members can better manage the balance between their professional work and family or personal obligations over a defined period of time, or perhaps permanently. The policy is intended to encourage departments to accommodate reasonable requests for part-time appointments, however part-time appointments are not an entitlement, and requests may be turned down when the faculty member and the department cannot agree to a workable plan.” Virginia Tech Faculty Policy 2.6.1.3

Two circumstances required particular attention in developing the Policy: 1) when the part-time status would be temporary and 2) when the part-time service occurs during the pre-tenure probationary period. Being part-time for a temporary period may best meet the needs of faculty members who wish to reduce their professional commitments during an especially demanding period of ill health or of care-giving. On the other hand, departments cannot be expected to hold open indefinitely the remainder of a full-time position. Those who are hired temporarily to fill in for faculty who are moving to part-time are rarely able to fill the full range of departmental roles that a tenure-track

faculty member does. The proposed policy would permit temporary part-time appointments only for relatively short, albeit renewable, periods of time, allowing for renegotiation by all parties, if needed. In this regard the proposed policy is similar to but more specific than long-time University Policy 6-314-Sec. 12.

The other complex consideration is adapting policies for RPT reviews during the probationary period to a part-time faculty appointment. The central idea of the probationary period is to evaluate the quality of a faculty member's performance in research, teaching, service, and (for some) clinical care before the University makes a commitment to tenure for the individual. Although evaluations of quality are not intrinsically tied to any specified quantity of work, assessments of quality and quantity are not easily separated. Most departments have norms about the appropriate quantity of research and publishing expected for tenure, and some research also has its own intrinsic pace from conceptualization to publication. In assessing a faculty member who has been part-time for some or all of the probationary period, an institution could in principle either decrease the quantity of work expected for tenure or increase the length of the probationary period. The American Association of University Professors prefers the former approach, but virtually all institutions with part-time tenure policies that the subcommittee has identified have opted for the latter approach, perhaps doubting that faculty would adjust their long-held expectations for a tenurable amount of research. The proposed Policy takes the latter approach--articulating the principle that the tenure clock should be lengthened proportionately to the percentage of a full-time appointment the individual holds.

However, in the consultation with various constituencies across the University, a concern surfaced that carrying this principle to its logical conclusion may be impractical. It could lead to probationary periods of as long as 14 years in some cases, and comments were received with the view that such a long period is simply too long. Accordingly, the proposal presented incorporates two alternatives. One alternative would apply the proportional extension principle generally, but with an outside limit set, such as 10 years. *Given the division of views received on this issue, it is best that the Academic Senate make the choice between these alternatives.*

[[Update of 2011-05-03: As a result of actions of the Senate, the final version of Policy 6-320 does not include an outside limit (i.e., hard cap). See the Memorandum to the Senate explaining the final decision on that issue.]]

Also related to the meshing of RPT proceedings and part-time status, the subcommittee recommends that pre-tenure faculty spend a portion of the probationary period in full-time status, ordinarily at the beginning of the period, ensuring that they become acquainted with departmental norms, establish effective relationships with colleagues, and develop teaching skills and research programs, before taking temporary part-time status. This is recommended, but not strictly required, because faculty members may be starting their faculty appointments just at the time they most need career flexibility for family reasons. It is preferable to leave some flexibility for departments and the individual faculty members to tailor a plan for individual circumstances.

2. Highlights of the proposed Policy. One must of course read the full policy for details. The most noteworthy major features of the proposed policy are:

- **Three alternatives for part-time status.** Three distinct alternatives for part-time status are established. i) The “partial leave of absence at partial

pay” alternative is for *up to* one-year, and should be particularly appropriate for many interested faculty because if the FTE % is at least half-time, the faculty member will remain eligible for some important benefits (sick and vacation leave and reduced tuition) that are not available under the other two alternatives if one goes below .75 FTE. It is not renewable. ii) The “temporary two-year part-time” alternative is for *up to* two years (and possibly renewable for additional two-year periods). For both of the above, the faculty member has an underlying full-time position and will revert to full-time status upon completion of the part-time arrangement. iii) The “permanent part-time” alternative is ordinarily available only for faculty already tenured. Once a full-time position is converted to permanent part-time or a faculty member is hired with tenure into a part-time position, the University has no obligation to subsequently increase it to full-time. It is anticipated that the most widely used of the three alternatives will be the one-year-or-less partial leave, and that the permanent alternative will be used rarely (and in some departments perhaps not ever).

- **FMLA benefits as an additional source of assistance for faculty.** Some faculty members considering part-time status might find it appropriate to also or instead exercise the benefits the University provides pursuant to the Family Medical Leave Act—allowing for leave under University Policy 5-200, which is paid to the extent that the faculty member has accrued sick leave. A reference to 5-200 will be included with this part-time Policy, and guidance materials provided by the vice presidents’ offices will include information about the FMLA alternative benefit.
- **Eligible faculty.** The part-time alternatives are available both for existing faculty, and for new faculty, and so are expected to be valuable both in *retaining* and *recruiting* high quality faculty.
- **Permissible reasons for part-time.** The primary purpose for the new Policy is to enable departments to better accommodate the needs of faculty members *faced with pressing family care responsibilities*, or similar personal needs (e.g., health issues), and processing of requests will include consideration of whether a request is consistent with the underlying principles of the Policy. For faculty already tenured, a department may find acceptable a broader array of reasons for a request.
- **Acceptability of terms by all parties.** Use of part-time arrangements must always be by mutual agreement, with multiple levels of approval. Requests *must be initiated by the faculty member (not institutionally imposed on a reluctant faculty member)*, and the terms must first be found by the department to be consistent with the best interests of the department, and then approved by the dean and vice president. During development of the proposal, a concern was expressed from some departments and deans that their units likely would not find it appropriate to participate in offering part-time status, at least not of longer duration than the one-year partial leave. The proposal has been crafted to directly address that concern—*any department is permitted, but no department is*

required--- to agree to a part-time arrangement. Related to this, in early discussions with the Academic Senate and other groups, the subcommittee was informed of a concern that a faculty member and department chair might have difficulties working through consideration of a request for part-time status without some early guidance from the office of the vice president. *In response, the policy proposal was revised to include early notice to the vice president of a request in case any party seeks guidance from the vice president's office early on.* Having the vice president's office assisting the faculty member and department should ensure that there is a careful well-balanced decision-making process.

[[Update of 2011-05-03: As a result of actions of the Senate, the final version of Policy 6-320 includes processes for approval of part-time requests that differ from the descriptions above. Most importantly, the procedures were changed to provide for greater involvement of peer faculty of the department in consideration of part-time requests, and to provide that the department chair and dean will make "recommendations" and the final "approval" of a request will be determined by the cognizant vice president.]]

- **Careful documentation.** Each request approved must include detailed documentation of the workload and compensation during the part-time status, and documentation of the manner in which RPT tenure and promotion procedures will be adapted for the part-time status. The Policy imposes certain principles governing such adaptations, and the office of the cognizant vice president will provide guidance on preparation of the required documents, consistent with those principles. (See the list of sample documents to be provided.) Any changes to RPT procedures or standards must be approved by the RPT Chair and often by the full departmental RPT advisory committee, as well as cognizant administrators.
- **Intellectual property rights.** In the subcommittee's consultations with the Council of Academic Deans, a concern was expressed that the University might stand to lose valuable intellectual property if part-time faculty members argued that their innovations arose from the non-University portion of their time. It was found that this concern is already directly addressed in the University's existing policies for Patents and Inventions (Policy 7-002, Sec. III.B.1.) and Conflict of Interest (Policy 1-006), which explicitly cover part-time as well as full-time faculty.

3. Conclusion

The subcommittee expects that the new Policy providing for part-time faculty is unlikely to be used by very many faculty members because most faculty and their families rely on a full-time salary. The Policy will however, provide an option helpful to the University in attracting and/or retaining a small number of excellent faculty members who are committed to combining their academic careers with commitments to family (or in some cases other professional activities). The long-time University policies and practices providing for partial leaves of absence at partial pay and for conversion to permanent part-time status already recognize this value. The new Policy would expand

and also elevate the visibility of the options for part-time status, and provide clear direction for structuring part-time arrangements so that departments and interested individual faculty can negotiate them openly and equitably.

4. Bibliography & References

AAUP. (2006). Statement of Principles on Family Responsibilities and Academic Work. AAUP Policy Tenth Ed 2, 219-226.

Cataldi, E. F., Fahimi, M., and Bradburn, E. M. (2004). Postsecondary Education 2004 National Study of Postsecondary Faculty: Report on Faculty and Instructional Staff in Fall 2003. *Education Statistics Quarterly*, 7(1 & 2).

Colbeck, C., & Drago, R. (2005). Accept, Avoid, Resist: How Faculty Members Respond to Bias Against Caregiving...and How Departments Can Help. *Change: The Magazine of Higher Learning*, 37, 10.

Dane, M., Herbers, J., Juhas, M., Mancl, K., Mickey-Boggs, S., Newman, P., & Parson, A. (2005) Work Group Report Flexible Work Loads for Tenure-Track Faculty President's Council on Women's Issues. Ohio State.

Drago, R., & Colbeck, C. Final Report From The Mapping Project: Exploring the Terrain of U.S. Colleges and Universities for Faculty and Families, 137 p.

Drago, R., Crouter, A. C., Wardell, M., Willits, B. S. (2001). Faculty and Families Project The Pennsylvania State University. Retrieved from lser.la.psu.edu/workfam/FFExecutiveSummary.pdf

Drago, R., & Williams, J. (2000). A Half-Time Tenure Track Proposal. *Change*, 32(6), 46.

Fox, G., Schwartz, A., & Hart, K. (2006). Work-family balance and academic advancement in medical schools. *Academic Psychiatry*, 30(3), 227-234.

Gallagher, A. and Trower, C.A. (2009). Figuring Out Flexibility. *The Chronicle of Higher Education*, May 7.

Helitzer, D. (2009). Missing the Elephant in My Office: Recommendations for Part-Time Careers in Academic Medicine. *Academic Medicine*, 84(10), 1330-1332.

Hollenshead, C., Sullivan, B., Smith, G., August, L., & Hamilton, S. (2005). Work/family policies in higher education: Survey data and case studies of policy implementation. *New Directions for Higher Education*, (130), 41-65.

Leslie, D. & Walke, J. (2001). *Out of the Ordinary: The Anomalous Academic*.

- Lobel, S. (2004). Working Part Time After Tenure. *Academe*, 90(6), 35-38.
- Mason, M. A., & Goulden, M. (2002). Do babies matter? The effect of family formation on the lifelong careers of academic men and women. *Academe*, November-December.
- Mason, M. A., Stacy, A., Goulden, G., Hoffman, C. & Frasch, K. (2005). University of California Faculty Family Friendly Edge: An Initiative for Tenure-Track Faculty at the University of California.
- Miller, J., & Hollenshead, C. (2005). Gender, Family, and Flexibility -Why They're Important in the Academic Workplace. *Change*, 37(6), 58.
- Quinn, K. (2004). *Family/Work Policies and Practices: The UW Experience*. [PowerPoint slides]. Retrieved from file.
- Quinn, K., Lange, S., & Olswang, S. (2004). Family-Friendly Policies and the Research University. *Academe*, 90(6), 32-34.
- Quinn, K., Lange, S., Yen, J., & Riskin, E. (2004). Exploring Part-time Tenure Track Policy at The University of Washington. Final Report to the Alfred P. Sloan Foundation. Retrieved from http://www.engr.washington.edu/advance/resources/Final_Report_to_Sloan.pdf.
- Quinn, K., Lange, S., & Riskin, E. (June, 2004). *Part-time tenure-track policies: Assessing utilization*. Unpublished paper presented at WEPAN 2004 Conference, Albuquerque, New Mexico.
- Quinn, K., Lange, S., & Olswang, S. (2004). Family-Friendly Policies and the Research University. *Academe*, 90(6), 32-34.
- Seal, J.B. (2005). Part-time tenure pursuit an option at OSU. *onCampus: The Ohio State University Faculty Staff Newspaper*, 38(8).
- Spalter-Roth, R., & Erskine, W. (2005). Beyond the Fear Factor. *Change*, 37(6), 18-25.
- Sullivan, B., Hollenshead, C., & Smith, G. (2004). Developing and Implementing Work-Family Policies for Faculty. *Academe*, 90(6), 24-27.
- Trower, C. A. (2009). Rethinking Tenure for the Next Generation. *The ChronicleReview*, Sept. 7: <http://chronicle.com/article/Rethinking-Tenure-for-the-N/48262/>.
- University of Michigan Academic Affairs Advisory Committee. (2005).

Comments on the Report on Flexible Tenure. Retrieved from <http://www.umich.edu/~sacua/SenAssb/AAAC-FlexibleTenureRresponse.pdf>.

University of Southern California. (2004). Committee on Non-Tenure-Track Faculty: Recommendations and Follow-up.

University of Southern California Academic Senate Task Force. White Paper on Tenure Clock Issues.

Wilson, R. (2008). More Colleges Offer Part-Time Options for Professors. *The Chronicle of Higher Education*, 54(45), B26.

Other universities--Policies on Part-time Faculty

Iowa State University. (2009). *Faculty Handbook-3. Appointment Policies and Procedures*. Sec. 3.3.1.1. and 3.3.1.2. Retrieved from <http://www.provost.iastate.edu/faculty/handbook/current/section3.html#section-3.3.1>.

Ohio State University Board of Trustees. (2007). Rules of the Faculty 3335-6-03 (Sec. F). *Probationary Service and Duration of Appointments for Tenure-track Faculty*. Retrieved from <http://trustees.osu.edu/rules6/ru6-03.php>.

University of California. (2006). *Benefits and Privileges. Family Accommodations for Childbearing and Childrearing*. Retrieved from <http://www.ucop.edu/acadadv/acadpers/apm/apm-760.pdf> (especially 760-29)
<http://www.ucop.edu/acadadv/acadpers/apm/apm-133.pdf>
<http://www.ucop.edu/acadadv/acadpers/apm/apm-220.pdf> (especially 220-16c and -16d)

University of Iowa. (2008). *Human Resources Division I Employment, General. Chapter 10: Faculty*. 10.8—Part-time Faculty Members. Retrieved from <http://www.uiowa.edu/~our/opmanual/iii/10.htm>

University of Maryland System. (2009). *Policy on Part-Time Tenure-Track and Part-Time Tenured Faculty*. Retrieved from <http://www.usmd.edu/regents/bylaws/SectionII/II110.html>

University of Michigan. (2005). *Guidelines Regarding University of Michigan Policies that Govern Time to Tenure Review ("The Tenure Clock") and Related Matters (Ann Arbor Campus)*. Retrieved from http://www.provost.umich.edu/faculty/tenure_review/policies.html.

University of New Mexico. (2003). *Faculty Handbook*. Sec. 3.2.2 in Section 3, Faculty Appointments and Contracts. Retrieved from <http://handbook.unm.edu/>.

University of Pittsburgh. (1988). *Policy 02-02-05: Criteria for and Terms of Promotion and Tenure: Part-time Tenured or Tenure-Stream Faculty*. Retrieved from <http://www.bc.pitt.edu/policies/policy/02/02-02-05.html>

University of Wisconsin-Madison. (2008). *Faculty Policies and Procedures*. Retrieved from http://www.secfac.wisc.edu/governance/FPP/Chapter_7.htm.

University of Washington: *Appointment of Part-time Professors*. Retrieved from <http://www.washington.edu/faculty/facsenate/handbook/Volume2.html>, Sec. 24-45.

Virginia Tech. (2010). *Faculty Handbook*. Section 3.3.1. "Part-time Tenure-track and Tenured Appointments." Retrieved from http://www.provost.vt.edu/documents/Faculty_Handbook_2010.pdf

examples of
**Guidance Materials for
Policy 6-320-- Part-time status for regular faculty and academic
library faculty**

*Which could be developed and provided to interested faculty and administrators
by office of the Sr. Vice President [draft Feb. 19, 2011]*

If the proposed Policy is approved, the office of the vice president would develop and make available a set of guidance materials to assist faculty and administrators in implementing the new Policy.

These might include

- Illustrative examples of the workings of Policy 6-320
- Sample of “Request Letter” (by which a faculty member may initiate a request for part-time status, per 6-320-III-F-2)
- Sample documentation of terms for approved Partial Leave of Absence with Partial Pay (per 6-320-III-B).
- Sample of “Workload Memorandum” (documenting workload and compensation of a faculty member in part-time status, per 6-320-III-F-2)
- Sample of “RPT Memorandum” (documenting any modifications of otherwise applicable criteria, standards and procedures for RPT evaluations of a faculty member in part-time status, per 6-320-III- F-1-c & F-2-c)
- Sample of “offer letter” (by which terms of part-time status will be incorporated into offer made to candidate for new appointment at the University, per 6-320-III-F-1)

{final version of Policies, 2011-05-02, as approved by Senate May 2, and then approved by Trustees May 10, 2011, including revisions made after feedback from March and April Senate meetings, April Senate Executive Committee feedback, and Senate voting May 2.}

Contents: (i) new Policy 6-320. (ii) revision of Policy 6-300. (iii) revision of Policy 6-314.

[new] University Policy 6-320: Part-time status for regular faculty and academic library faculty. Revision 0. Effective date July 1, 2011.

I. Purpose and Scope.

A. This Policy describes the permissible arrangements for part-time status for regular faculty positions (tenured or tenure-track), including academic library faculty. It is not intended to directly govern any auxiliary faculty positions or any non-faculty employee positions.

B. The University permits faculty positions to be less than full-time in those specific circumstances for which part-time status is both appropriate to accommodate important personal needs of the individual faculty member—such as family care responsibilities or other similarly important personal needs—and serves the institutional needs of the University. Accommodating these personal responsibilities of faculty members is the primary purpose of this Policy, as that serves to advance the University's commitment to diversity in recruiting and retaining the highest quality faculty. Accordingly, this Policy is intended to encourage academic units to accommodate an individual faculty member's (or candidate's) reasonable expressed interest in working only part-time for the University when doing so will serve those values.

C. This Policy does not govern faculty members who for a limited time period have reduced responsibilities solely as a result of participating in the University's phased retirement program (see Policy 5-309). Faculty members whose responsibilities are divided (1) between two or more academic units of the University (as addressed in Policies 6-319 on joint appointment procedures and 6-303 on RPT procedures for appointments split between a department and an academic program) or (2) between faculty responsibilities and a University administrative position (as addressed in Policy 6-311-Sec. 4-C-2-b, & Sec. 6) are not considered to be part-time for purposes of this policy. Neither the joint nor the split form of faculty appointment nor the combination of faculty and administrative appointment are considered to be part-time faculty positions for purposes of this Policy if the individual faculty member's combined responsibilities within the University are the equivalent of full-time. Health Sciences faculty practicing outside of the University (for example at the Veterans Administration or Primary Children's medical centers), who are considered to have full-time tenure-track or tenured affiliations with the University, are not covered by this Policy. Exceptions which bring a Health Sciences faculty position into the scope of this Policy as a part-time position are subject to department chair, and cognizant dean and vice president review and approval.

II. Definitions. These definitions apply for the limited purposes of this Policy.

A. "Faculty," or "Regular Faculty" includes only *regular faculty* (tenured or on

the tenure track), and *academic library faculty* (with continuing appointment status or in the continuing appointment track), not any category of auxiliary faculty. See Policy 6-300 (University Faculty), and 6-306 (Academic Library Faculty) for further description of these categories of faculty. With respect to academic library faculty, any references herein to *tenure* shall be construed to refer to *continuing appointment* status.

B. “*Full-time faculty*” position is a regular faculty position for which the workload is 75 percent or more of the normal possible work load for regular faculty within the pertinent academic unit with similar term appointments (terms of nine-months to twelve-months). This normal workload is referred to here as “full-time equivalent” (“FTE”).

C. “*Part-time faculty*” status refers to an arrangement for a regular faculty position under which the workload is reduced to 74 percent or less of the normal possible workload of full-time regular faculty with similar term appointments within the pertinent academic unit (with an accompanying reduction in compensation). See Policies 5-001 (generally defining full-time and part-time personnel) and 5-204 (defining full-time faculty for purposes of policy restricting outside employment activities).

D. Three types of part-time faculty arrangements are permitted under this Policy, distinguished by duration of the part-time status, and effect on eligibility for employee benefits. A “*one-year partial leave*” status is an arrangement under which the faculty member is otherwise permanently full-time, but reduces to a part-time FTE for up to one year in duration (referred to as “taking a partial leave at partial pay”). A “*two-year temporary part-time*” status is an arrangement under which the faculty member is otherwise permanently full-time, but reduces to a part-time FTE for up to two years (and possibly renewable as described in III-C below). A “*permanent part-time*” position is one for which the faculty member is expected to remain in a part-time status for the entire remaining career at the University.

III. Policy

A. General principles.

1. Full-time positions shall continue to be the norm for regular faculty at the University (and in each academic unit). Unless otherwise explicitly provided in an individual’s employee record, it is presumed that each regular faculty member of the University holds a full-time faculty appointment, from the date of initial appointment through the date of retirement or separation from the University.

2. (i) For faculty already tenured, part-time status may be established either temporarily (one-year partial leave or two-year temporary part-time), or permanently. (ii) For faculty not yet tenured, permanent part-time positions are ordinarily not permitted—only the one-year partial leave, or two-year temporary part-time arrangements. Exceptions may be permitted to allow permanent part-time status for pre-tenure faculty members (a) in what are commonly referred to as “job-sharing” arrangements in which two persons, each part-time, share what is effectively a single full-time faculty role within a single academic unit, or (b) as a reasonable accommodation under the Americans with Disabilities Act and University Policy 5-117. In cases involving these exceptions, the principles and procedures of this Policy shall be followed to the extent possible.

3. For any position established as permanently part-time, neither the faculty member nor the academic unit has a unilateral right to subsequently increase the FTE of the position, but they may later restructure the position upon mutually acceptable terms approved by the cognizant dean and vice president. Approval of such increase in FTE will be dependent on a determination that the restructuring serves the institutional needs of the department, college and University.

4. Only under exceptional circumstances shall part-time arrangements be permitted at less than one-half of full-time (.5 FTE), although a part-time position established at .5 FTE or greater may be permitted to be reduced below .5 FTE for brief periods during a leave. Current regulations on eligibility for employee benefits should be consulted for the effect of such reductions.

5. For faculty already tenured, part-time arrangements (permanent or temporary), may be determined to be appropriate for balancing University work with either family care responsibilities or similar personal needs, or with non-University professional or public service activities. For faculty not yet tenured, part-time arrangements (one-year partial leave or two-year temporary part-time) will ordinarily be permitted only for balancing University work with family care responsibilities (or similar personal needs). This limitation on eligibility of pre-tenure faculty is considered necessary to protect the integrity and fairness of the University's processes for assessing candidates for tenure.

6. A request for part-time status should originate with the faculty member (or candidate) rather than from unit administrators, and structuring of positions as part-time rather than full-time should not be motivated primarily by institutional budgetary considerations. These principles apply both to positions initially established as part-time upon a faculty member's initial appointment, and to existing faculty members' moves to permanent, one-year partial leave, or two-year temporary part-time status.

7. In each request for part-time status, the academic unit and University administrators should ensure that the part-time arrangement also adequately serves the institutional needs of the department, college and University. Part-time arrangements are not an entitlement, and requests may be turned down when there are non-discriminatory institutional reasons for declining the faculty member's proposed plan.

8. To ensure fair and consistent treatment of both full- and part-time faculty within an academic unit, the allocation of responsibilities and resources for each part-time position shall be *proportional* relative to otherwise equivalent full-time positions within the academic unit, and relative to other part-time positions. Ordinarily, part-time faculty should contribute to all of the same areas of responsibility as do full-time faculty, but with expectations of accomplishment in each area reduced proportionally according to percentage of FTE.

9. This policy shall be implemented consistently with the University's commitment to nondiscrimination in all employment-related practices and decisions. (See Policy 5-106.)

B. One-year Partial Leave of Absence at Partial Pay

1. *Benefits eligibility with qualifying partial leave.* A faculty member may take a partial leave of absence at partial pay, pursuant to this Policy and Policy 6-314-Sec.-12-A. Eligibility for employee benefits ordinarily available to full-time faculty will be preserved as unaffected by such leave if a) the leave is of one-year or less, and b) the percentage of FTE is no less than .5 during the partial leave.
2. *Effect of partial leave on RPT period.* For a faculty member not yet tenured who takes a partial leave under this Policy which reduces the percentage of FTE to below .75 for nine months (completed prior to the academic year in which the final tenure review is to be conducted), the RPT probationary period will be increased by one year. The probationary period will ordinarily not be increased by taking a partial leave of less than nine months. A description of any effect on the probationary period shall be included in the combined memorandum required by Part III-B-5 below, and once approved such description shall apply notwithstanding any other University Policy.
3. *Non-renewable.* A partial leave of absence at partial pay that preserves eligibility for full-time employee benefits and/or results in increase of the probationary period shall not be extended beyond one year. However, the faculty member may, through the procedures described below, request that another part-time arrangement under this Policy 6-320 (two-year temporary, or permanent if eligible) be granted, to begin at any time following completion of the partial leave (with a resulting change in employee benefits eligibility upon completion of the partial leave).
4. *Reasons for leave.* For faculty not yet tenured, a request for partial leave of absence at partial pay under this Policy will ordinarily be granted only for reasons of balancing University work with family care responsibilities or similar personal needs.
5. *Approval procedures.*
 - a. *Request letter.* An existing full-time faculty member anticipating making a request for partial leave of absence at partial pay should consult the department chairperson as soon as possible. The office of the cognizant vice president is available to advise on procedures for such requests. To initiate a request, the faculty member shall submit a request letter to the department chairperson (or equivalent), copied to the cognizant vice president. The request letter shall describe the reasons for the leave and specify the desired calendar dates for starting and ending the leave.
 - b. *Memorandum, recommendations, and approval.* In conjunction with the request, there shall be a proposed *memorandum of terms* for the leave, describing the planned workload, FTE percentage, and compensation for the faculty member during the partial leave, if granted. If the leave would occur during the faculty member's

probationary period, the memorandum should describe any effect the leave will have on the RPT probationary period (specifically timing of RPT reviews). For purposes of setting the workload, the principle that part-time faculty should contribute to all of the same areas of responsibility as do full-time faculty, proportional to their FTE, may be relaxed during a partial leave of absence at partial pay. The chairperson shall forward to the cognizant dean the request and proposed memorandum of terms, with a written recommendation as to disposition of the request (copied to the faculty member).

The dean shall make a recommendation for disposition of the request (copied to the chairperson and faculty member), and forward all materials to the cognizant vice president for decision. If the partial leave is approved with a modification of the RPT period, the department chairperson shall add to the candidate's RPT file a notice of that RPT modification.

C. Two-year temporary part-time status.

1. At the request of a faculty member a temporary part-time status may be granted for a period of up to two years in duration. Upon further request, renewal of such status may be granted for one or more additional periods of up to two years each, at the same or a changed percentage of FTE. The length of the period (including calendar dates of beginning and end) shall be specified in a written agreement at the time of initial granting and for each subsequent renewal. Ordinarily, negotiations for any renewal should be completed at least 6-months prior to the renewal date.

2. If a temporary part-time status is not renewed, the faculty member must resume his/her full-time status as of the previously agreed end-date of the temporary status.

3. For faculty not yet tenured, requests for such temporary part-time status will ordinarily be granted only for reasons of balancing University work with family care responsibilities or similar personal needs. For faculty already tenured, requests for such status may be granted for reasons of balancing University work with either family care responsibilities or similar personal needs, or with non-University professional or public service activities compatible with the institutional interests of the department, college, and University.

4. The effect of temporary part-time status on the probationary period is discussed in Section E. below. Procedures for approval of part-time status are discussed in Section F. below.

D. Permanent part-time positions.

1. Permanent part-time positions are normally permitted only for a faculty member who has already received tenure. A faculty member may be initially appointed, with tenure, to a permanent part-time position, or an existing tenured faculty member in a full-time position may request to

reduce the position permanently to part-time.

2. Requests from tenured faculty for permanent part-time positions may be granted for reasons of balancing University work with either family care responsibilities or similar personal needs, or with non-University professional or public service activities compatible with the institutional interests of the department, college, and University.

3. In the case of conversion of an existing full-time position to a permanent part-time position, the faculty member's signed request must include an explicit statement permanently releasing the University from any future obligation to provide the faculty member with more than a stipulated fraction of regular full-time compensation and employee benefits. *{Drafting note: this language, with minor variation is taken from existing Policy 6-314 Sec. 12-B (Change to Permanent Part-time Appointment), from which similar language is being deleted so that 6-320 alone will now govern this topic.}*

4. The recruitment and initial appointment of a faculty member to a part-time position shall be conducted in accord with Policy 6-302 (appointments) and Policy 6-303–III-K (new appointments with tenure), and shall follow all other ordinary processes for faculty appointments with the following exception: a faculty member initially appointed to a part-time position under this Policy 6-320 must have the same background checks as full-time regular faculty members (see Policy 5-130 and Rule 5-130A), notwithstanding any exemption of part-time faculty stated in those or any other University Regulation.

5. The effect of permanent part-time status on post-tenure reviews and promotion is discussed in Part III-E-3, below. Procedures for approval of permanent part-time status are discussed in Part III-F, below.

E. Modifications of retention, promotion, tenure (“RPT”), and post-tenure reviews for part-time faculty (schedules and standards).

1. Part- and full-time faculty members should be assessed on the same quality and generally similar overall quantities of accomplishment. Ordinarily the RPT modification for a part-time position is to increase the review period while requiring a similar total quantity of work at the point of formal review. The annual rate of scholarly productivity expected for each stage within a faculty career should reflect a position's percentage of full-time effort.

2. Modified RPT terms during the *pre-tenure probationary period*.

a. The normal pre-tenure probationary periods established in University Policy 6-311 (7, 6, or 5 years) and RPT procedures established under Policy 6-303 are based on an assumption that faculty members will be in full-time status (1.0 FTE) for each academic year throughout their probationary periods. The review for tenure occurs during the final year of the probationary period.

b. The effect that taking a *partial leave of absence at partial pay* of one year or less will have on a faculty member's RPT probationary period is described in part III-B-2 above (one year increase for qualifying leave).

c. The effect of taking *temporary part-time status for a period up to two years* (as per Part III-C) shall be determined as follows.

i. Increases in the probationary period apply only for faculty members who are in a part-time status with the percentage of FTE reduced below .75 for nine months or longer.

ii. The probationary period for faculty members who are in a part-time status shall be increased by the amount of accumulated annual reductions in FTE below 1.0. For example, every two years at .5 FTE, or every three years at .67 FTE, shall increase the probationary period by one year. Because reviews occur on a University-wide annual timetable, however, the probationary period can only be increased in one-year increments. Consequently, if the sum of the increases results in a fractional year, the length of the probationary period will be increased by a whole year only if the fractional year is greater than .5. Notwithstanding this rule, any part-time arrangement that starts in the final tenure review year may be approved, but it shall not increase the probationary period.

d. The provisions of Policy 6-311-Sec. 4-C apply for part-time faculty, to shorten or extend the otherwise applicable probationary period (calculated as described above), with the following modification. A faculty member who has served in the academic unit for a number of years equal to the normal probationary period for full-time faculty in that unit (albeit at part-time status for some of those years), and wishes to shorten the otherwise applicable period based on "extraordinary progress" (6-311-Sec. 4-C-1-b), must obtain (and need only obtain) the approvals of the department's chairperson and RPT committee chairperson.

e. The RPT review schedules for faculty in part-time status shall ordinarily include annual reviews, with informal reviews to occur in any year a formal review is not scheduled. The first formal retention review shall ordinarily occur in the same year as for full-time faculty in the same academic unit. Formal reviews should be coordinated with any renewals of temporary part-time status, where possible, and should occur no less often than every four years of part-time status. The exact schedule of formal reviews must be articulated clearly in the RPT memorandum described in Part III-B-5 above or III-F-1-c or F-2-c below.

3. Modified terms of post-tenure reviews and promotion.

a. The University requirement of reviews of tenured faculty at least every five years (Policy 2-005-Sec. 5-C) applies to faculty members serving some or all of that time in a part-time status.

b. The criteria and standards for promotion in rank subsequent to granting of tenure shall ordinarily be the same as for full-time faculty except the time allowed to achieve the standards shall be increased.

F. Procedures for requesting one-year partial leaves, two-year temporary part-time status or permanent part-time positions.

1. New Appointments. In the process of interviewing for or negotiating an offer, a candidate for a new appointment at the University of Utah may request consideration of a part-time arrangement, of any of the three types permitted by this Policy (one-year partial leave, two-year temporary renewable, or permanent if appointed with tenure). Departments are encouraged to contact the office of the cognizant vice president as early as possible for guidance on processing such a request.

a. (i) The department chairperson shall notify the members of the faculty appointments advisory committee (described in Policy 6-302-III-C) regarding a candidate's request for part-time status longer than a one-year partial leave at partial pay. (ii) A request for a *permanent* part-time position (with tenure) shall be presented for formal voting by the committee, with separate votes on recommendations as to the appointment, the permanent part-time arrangement, and then the rank of appointment (by rank-qualified voters per Policy 6-302-III-C-2). (iii) Further steps for an appointment shall then proceed pursuant to Policy 6-302 (recommendations on appointment, rank, and any type of part-time status, made by department chairperson, dean, and vice president, forwarded to president). (iv) The process for granting of *tenure* at the time of appointment is described in Policy 6-303-III-K.

b. The terms of a part-time arrangement approved at the time of initial appointment shall be detailed in the letter of offer or in a memorandum of understanding concluded before the candidate begins employment.

c. To the extent that the terms of a part-time arrangement will include modification of any otherwise applicable criteria, standards, or procedure of formal review for tenure or promotion, such RPT modifications shall be specified in an RPT memorandum as described in part III-F-2 below, to be included in the faculty member's RPT file. The memorandum must be approved by the chairperson of the departmental RPT Advisory Committee as well as the department chairperson, and the cognizant dean and vice president. Unless the department chairperson and RPT Committee chairperson determine that circumstances require expedited procedures and it is impractical to convene the RPT Advisory Committee, the memorandum shall also be approved by a majority of the departmental RPT Advisory Committee.

Any such RPT modifications shall be consistent with the principle of proportionality required by this Policy (see III-E-2 above) and all purposes and principles of this Policy and other RPT Policies (See 6-303, 6-311).

2. Existing Faculty—Procedures (*see Part III-B for procedures for partial leave of one-year or less*).

The office of the cognizant vice president is available to advise any party on procedures for a request of an existing faculty member for a part-time arrangement.

a. Request and approval of part-time arrangement.

(i) A request for a part-time arrangement (temporary, or permanent if already tenured) shall be submitted in writing to the department chairperson (or equivalent). This request letter shall describe the reasons for seeking a part-time arrangement, specify the proposed starting date for part-time status, specify whether the request is for permanent or temporary part-time status, and if temporary shall specify the proposed duration of part-time status (including the calendar date for reverting to full-time status). The request letter shall be copied to the cognizant vice president.

(ii) (A) For two-year temporary or permanent arrangements, the department chairperson shall notify *all regular faculty* members of the department that the request is under consideration. (B) Further, the regular members of the faculty shall *by secret ballot* vote on a recommendation regarding any request which is for a permanent part-time position, or (C) is for a temporary part-time arrangement for any faculty member who has previously had any types of part-time arrangements totaling more than four years in succession or eight years in total, beginning subsequent to achieving tenure.

(iii) The department chairperson should take reasonable steps to protect the privacy of the requesting faculty member, including consulting with the requesting faculty member in determining the limited details to be shared with other department faculty members regarding the reasons for the request.

(iv) The chairperson shall forward to the cognizant dean the request, and a written recommendation as to its disposition, copied to the faculty member (and including a report of any recommendation voted upon by the faculty pursuant to part F-2-a-ii above). Typically, the workload memorandum described in 2-b below will accompany the chairperson's recommendation. The dean shall add a written recommendation and forward all materials to the cognizant vice president for a final decision (copied to the department chairperson and faculty member).

b. Documentation of workload and compensation terms for

part-time faculty.

A memorandum of understanding (“workload memorandum”) shall be prepared for each faculty member in temporary or permanent part-time status, documenting the terms of the planned annual workload of the faculty member with respect to teaching, departmental, college and University service, and any other duties, the financial compensation and employee benefits while part-time, and any special terms associated with the status. The terms shall be consistent with the purposes and principles of this Policy, particularly the principle of proportionality. The workload memorandum shall specify the period of time for which it is applicable (which is a maximum of two years for temporary part-time status). This workload memorandum shall be separate from the RPT memorandum described in Part III-F-2-c below.

This workload memorandum (and any subsequent changes of its primary terms) shall be approved and signed by the department chairperson, and the part-time faculty member, and then, with the faculty member’s request letter, shall be submitted for approval by the cognizant dean and vice president. The office of the vice president shall provide guidance in the appropriate formulation of such memoranda.

c. Procedures for approving modified terms for RPT reviews.

For any case in which a faculty member will be part-time longer than a one-year partial leave of absence at partial pay, a separate memorandum of understanding about RPT modifications (“RPT memorandum”) shall be approved prior to the beginning of the part-time status.

i. In the case of a faculty member in the pre-tenure probationary period, the RPT memorandum shall describe with particularity the manner in which the RPT criteria, standards, and procedures otherwise applicable to probationary candidates in the academic unit will be modified for the affected candidate. At a minimum the RPT memorandum shall describe any modifications to be made to the otherwise applicable terms as to length of the probationary period, schedule of formal and informal reviews, and standards for quantity (but not quality) of accomplishments of the candidate. Any such modifications shall be consistent with the requirements, purposes and principles of this Policy, particularly the principle of proportionality (see III-E-2 above), and consistent with the purposes of other Policies regarding RPT (See 6-303, 6-311). The RPT memorandum (and any subsequent changes of its primary terms) shall be approved by majority vote of the departmental RPT Advisory Committee, and approved and signed by the candidate, the department RPT Advisory Committee chairperson, the department chairperson, and the

cognizant dean and vice president.

ii. For any case in which modifications in RPT procedures, criteria, or standards are made for a tenured faculty member serving temporarily or permanently in part-time status, such as an increase of time in those units that specify an expected time for achieving promotion in rank, an RPT memorandum describing such modifications shall be approved at or before the beginning of the part-time status. The RPT memorandum (and any subsequent changes of its primary terms) shall be approved by the part-time faculty member, the departmental RPT Advisory Committee chairperson, the department chairperson, and the cognizant dean and vice president.

iii. An approved RPT memorandum shall be included in the candidate's RPT file along with the otherwise applicable departmental Statement of RPT Criteria, Standards, and Procedures (as per Policy 6-303).

iv. The office of the vice president shall provide guidance in the appropriate formulation of such RPT memoranda, and may consult with the University RPT Standards Committee in developing such guidance.

G. Rights, responsibilities, and benefits for part-time faculty.

1. Voting rights and roles and responsibilities in shared governance.

a. Each faculty member serving in a part-time status pursuant to this Policy at .5 FTE or greater shall: (i) have the same participation and voting rights as a full-time faculty member in the shared governance structure of the appointing academic department and college (or library equivalent), including advisory committees regarding appointments, retention, promotion, or tenure of faculty, and committees regarding curricular or other policy; and (ii) have the same eligibility as a full-time faculty member to be elected or appointed to representative roles within a department, college, and the University (including a college council, Graduate or Undergraduate Council, the Academic Senate, and Senate committees or other University committees), unless otherwise specified in another University Policy or in the charge of a specified University committee.

b. Faculty members in a part-time status under this Policy are ordinarily expected to attend the general faculty meetings of their appointing unit. Other committee service and shared governance responsibilities of part-time faculty shall be generally proportional to those of full-time faculty.

2. Faculty Rights and Responsibilities.

Unless expressly stated to the contrary in this or another Policy, part-time faculty members have the same rights and responsibilities under

University policies as full-time faculty members. Express statements of applicability to part-time faculty members appear in the Code of Faculty Rights and Responsibilities (Policy 6-316, Sec. 1-C), Conflict of Interest Policy (1-006), and Patents and Inventions Policy (7-002, Sec. III-B-1.) *inter alia*.

3. Academic benefits and privileges.

a. Grants and awards. Part-time faculty members are eligible for any internal University grants and awards available to full-time faculty (unless otherwise specified in another governing University Policy or in the official announcement of a particular such grant or award opportunity, with good cause stated for limiting eligibility to full-time faculty).

b. Sabbatical leaves, parental leaves, and other leaves of absence. Part-time faculty members are eligible for any sabbatical leaves or other leaves of absence on the same terms as full-time faculty, unless otherwise specified in another governing University Policy.

4. Retirement, insurance, and other employee benefits.

Part-time faculty members are eligible to participate in these benefits programs on the same terms as other employees of the same FTE. This may exclude some benefits received by full-time employees, such as tuition reduction, sick leave, and vacation. See Part III-B above regarding the effect a qualifying partial leave of absence at partial pay of one year or less will have on benefits eligibility. A faculty member whose position is otherwise at .5 FTE or above shall not lose benefits solely as a result of temporarily falling below that level as a result of taking a sabbatical or parental leave. Current benefits are listed in Policy 5-308. Faculty members should consult with Human Resources for further information about the particular terms and extent of such benefits.

H. Reports.

1. The numbers of part-time and full-time regular faculty, including library faculty, within the scope of this Policy, shall be included in the administration’s annual “report to the Academic Senate on the faculty make-up by category” described in Policy 6-300-III-Sec. 5.

2. Three years after the first effective date of this Policy (which was July 1, 2011), a report regarding its implementation shall be made to the Academic Senate.

IV. V. VI. VII. *{rules, references, history, contacts.}*

* * * * *

{draft Proposal to revise }

University Policy 6-300: University Faculty. Revision 154 Effective date:

[July 1, 2011]

I. Purpose and scope. [reserved]

II. Definitions. [reserved]

III. Policy.

... . {Drafting note: other lengthy passages which are not proposed for revision are not duplicated here. See them in the full version of the current Policy at <http://www.regulations.utah.edu/academics/6-300.html> }

Section 2. Regular Faculty - Tenured and Tenure-Eligible Faculty

Appointees to the regular faculty shall commit **full time (or part-time if explicitly so appointed per Policy 6-320)** to the scholarly (or creative), educational, and service endeavors carried on under the auspices of the University. In light of the centrality of free inquiry and free expression in the development and dissemination of knowledge, they shall have tenure or be eligible for tenure (except instructors). In light of the interrelationship of the development and dissemination of knowledge, they shall bear the primary responsibility for carrying on the educational research, creative and service missions of the University. The regular faculty shall include professors, associate professors, assistant professors, instructors (who shall not have tenure) and the following categories of honored faculty: Distinguished Professor, Presidential Professor, and University Professor.

Section 3. Library Faculty

Appointees to the library faculty shall commit **full time (or part-time if explicitly so appointed per Policy 6-320)** to support of the University's teaching and research program, professional growth and scholarly or creative activity, and service to the University and community. They shall have continuing appointment or be eligible for continuing appointment. Library faculty shall include academic librarians with the rank of librarian, associate librarian, and assistant librarian.

Section 5. Uniform use of Categories and Reports of Instructional Activities

It is crucial to the permanent well-being of the University that tenured and tenure-track faculty continue to shoulder the primary responsibility for design of the curriculum and for instruction at all levels of university education.

The administration shall report annually to the Academic Senate on the faculty make-up by category, **and this report shall include the relative proportion of regular and academic library faculty in part-time or full-time positions.**

An assessment will be made annually by the Academic Senate of the effects of faculty composition on this central principle.

IV. V. VI. VII. {rules, references, history, contacts.}

* * * * *

{draft Proposal to revise 6-314.}

....

{Drafting Note: These are the changes proposed to be made to existing Policy 6-314 Section 12 in conjunction with the adoption of new 6-320. The description of procedures here for requesting a partial leave is modified to refer over to the detailed procedures description given in the new 6-320, and the section regarding a faculty member 'releasing' the University from its obligation to pay full-time salary is deleted here because replaced by an essentially similar provision included in the new 6-320 for permanent part-time positions.}

University Policy 6-314 Leaves of Absence. Revision ~~67~~. Effective date : [July 1, 2011]

I. Purpose and Scope.

II. Definitions [reserved]

III. Policy

{Sections 1-11-- Other voluminous Sections of 6-314 which are not proposed for revision are not reproduced here. They may be seen at <http://www.regulations.utah.edu/academics/6-314.html> }

Section 12. Partial Leaves of Absence with Partial Pay

A. Policy

A faculty member or academic librarian may request a partial leave of absence entailing release from one third, one half or some other fraction of normal full-time duties, with a corresponding reduction in regular full-time salary. A request for partial leave of absence with partial pay, or a request for renewal of such a leave, should be submitted and reviewed for possible final approval in the manner provided in Section 11, above (Leaves of Absence Without Pay).

[Requests for partial leaves below .75 full time equivalent must be made under Policy 6-320.](#)

~~B. Change to Permanent Part-Time Appointment~~

~~If a faculty member or an academic librarian wishes to retain an appointment on a less than full-time basis after the termination of, or without receiving approval for, a partial leave of absence with partial pay, the individual concerned must submit to the cognizant supervisor a written statement permanently releasing the university from any future obligation to provide the requesting individual with more than a stipulated fraction of a regular full-time salary. If the cognizant supervisor approves the individual's proposal, he/she shall forward it, with a recommendation for its disposition, through regular administrative channels to the president. If the president concurs in the request, it shall be submitted to the Board of Trustees for final approval.~~

....

IV. V. VI. VII. *{rules, references, history, contacts.}*

--end--

[Policy 6-320 Guidance—RPT memo sample]

Memorandum of RPT Modifications

From: [Department Chairperson]

To: [Part-time untenured faculty member]

Re: RPT modifications due to part-time status

Date: _____ {draft 2011-04-26}

For purposes of your request to take part-time status, pursuant to University Policy 6-320, this serves as the required memorandum of understanding describing modifications made for your future Retention, Promotion, and Tenure reviews, varying from those terms otherwise applicable under University Policies 6-303 and 6-311 and this department's Statement of RPT Criteria, Standards, and Procedures (a copy of which is attached).

Documentation of increase of RPT probationary period, as determined by Policy 6-320. This description of the increase of your probationary period, which is controlled by the terms of Policy 6-320, is included here so that it will be understood by those who will be participating in your RPT review proceedings during the remainder of your probationary period. **You had previously spent one year in a part time status, having been granted a request for a “partial leave of absence at partial pay” at .5 FTE for the year 20xx-20xx. Under Policy 6-320-III-B-2, that resulted in increasing your probationary period by one year (as was documented at that time).**

With your recent request, you will be in a temporary two-year part-time status at .5 FTE for the years 20xx-20xx. **Under Policy 6-320-III-E-2, each year in this upcoming part-time status will result in increasing by one-half year your otherwise applicable RPT probationary period—so that two years in that status will result in a net additional increase of one-year. With the combined effects of your earlier one-year increase and your upcoming one-year increase, your overall RPT probationary period will have been increased by a total of two years. The normal probationary period in our department for a full-time candidate appointed initially at the assistant professor rank is seven years. Therefore your probationary period will be increased in net to a total length of 9 years.** Your period began in 20xx, and the final review for tenure and promotion will occur in 20xx. [If the probationary period has been affected by any other special circumstances, include explanation of those here, (e.g., an extension for parental leave, or a shortening by credit for prior service).]

Intermediate retention reviews. You have previously undergone reviews in the following years:

Informal reviews: 20xx, 20xx, [etc.]

Formal review for retention: 20xx, 20xx.

With the increased probationary period you have received [in the past and] with this current approval, the schedule for the remaining retention reviews is to have informal reviews in 20xx, and 20xx, formal retention review in 20xx [and 20xx], and a final tenure review in 20xx.

Standards. The standards of quantity of work required to be accomplished for your formal reviews, as compared to those applicable for full-time faculty in an ordinary [5, 6, or 7] year probationary period are as follows: _____ [Describe any variations from the standards described in the departmental RPT Statement or typical of departmental practices, for each phase of formal review, for the areas of teaching, research, or service. Policy 6-320 allows modification of the ordinary standards of *quantity*, but not *quality*.]

Procedures. _____ [Describe any variations from the review procedures otherwise applicable according to the departmental RPT Statement and departmental practices, for example: clarifying which reviews will include solicitation of external letters.]

Other matters. [Describe any other modifications affecting RPT reviews. Policy 6-320 requires that “Any such modifications shall be consistent with the requirements, purposes and principles of this Policy, particularly the principle of proportionality (see III -E-2 above), and consistent with the purposes of other Policies regarding RPT (See 6-303, 6-311).”]

File. Per Policy 6-320, a copy of this approved memorandum will be placed permanently in the RPT file of the candidate, and shall have attached with it a copy of the otherwise applicable version of the departmental Statement of RPT Criteria, Standards, and Procedures.

Memorandum Approvals

Approved by the departmental RPT Advisory Committee on _____ [date]

Dept. RPT Advisory Committee chairperson (name) _____, (sign)

_____, _____ (date)

Department Chairperson (name) _____, (sign) _____, _____ (date)

RPT Candidate (part-time faculty member) (name) _____, (sign)

_____, _____ (date)

Dean, college of _____ (name) _____, (sign) _____, _____ (date)

Vice President (name) _____, (sign) _____, _____ (date)

* * * *

---end of legislative history, Policy 6-320 Rev 0--